



SELVITYS

3.10.2005

CONTACTS

3.10.2005/RB

WEBSITE

Without a preposition:

- For full details and a wide range of information *visit our website* <http://www.acu.ac.uk/adverts> (Association of Commonwealth Universities)
- For further information about our vacancies, *please visit* www.diamong.ac.uk (Diamond Light Source Ltd)
- See www.peve-training.com for further details and pre-requisite skills (University of Manchester)

Preposition "at":

- For further information, please *visit us at* www.amnesty.org/jobs (Amnesty International)
- *Sign-up for our free email service at* www.guardianweekly.co.uk (Guardian Weekly)
- For further information please *visit our website at* www.lsbu.ac.uk (London South Bank University)
- A job description can be *found at* www.london.edu/working_life/ (London Business School)

Other prepositions:

- You can *download* a full pack *from* www.cfappointments.com or ... (Charity and Fundraising)
- Applications including a Personal History Form can be *downloaded from* UNIDO's web page www.unido.org (United Nations Industrial Development Organisation)

- Full descriptions and application details are *available from* www.inasp.info/training/ (International Network for the Availability of Scientific Publications)
- Responses will be *posted (= put) on* the website (Longman Dictionary of Contemporary English)
- For more information and to apply online *go to* www.savethechildren.org.uk/jobs (Save the Children)

PHONE

- If you would like to advertise in this edition, please *contact: tel.* +44 (0) 1619083810 (Guardian Weekly)
- To find out more *contact: tel.* +44 141 553 6118 (University of Strathclyde)
- See website or *phone* +44 1865 28094 (Oxford University)
- For further information you can *contact us on* +44 (0) 20781567 (London South Bank University)
- For details, *contact* the Department of Organisational Psychology *on* +44 (0)20 76314524 (University of London)
- You can *ring* our consultant, Sarah Illingworth *on* +44 (0)20 7953 1190 (Charity and Fundraising)
- For an application form please *telephone our 24 hour Jobline on* (01482) 623071 (East Yorkshire Hospitals)
- *Phone our 24 hour answering service on* (0281) 768244. (University of Edinburgh)

E-MAIL

to email on ...

- You can *email on* [info\(a\)xyz.uk](mailto:info(a)xyz.uk)
- If you want to advance your career teaching English as a Foreign Language, please *e-mail us on* [info\(a\)xyz.uk](mailto:info(a)xyz.uk)

to contact ... at

- For further information you can *contact us at* [info\(a\)xyz.uk](mailto:info(a)xyz.uk)
- For further information *contact* the Programme Co-ordinator *at* [info\(a\)xyz.uk](mailto:info(a)xyz.uk)

to email to ...

- If you are interested please *email your CV to* [info\(a\)xyz.uk](mailto:info(a)xyz.uk)

Other examples

- Will you *email* me about it?
- Can you *email* me the proposal by the end of today?
- Send me *an email* when you have any news.
- I haven't had time to check my *email* this morning.

FAX

- You can *fax us on* 020 123 4567
- The contract should be *faxed to him* today

YHTEYSTIEDOT

Brittiläisen hallinnon portaali löytyy osoitteesta:

<http://www.direct.gov.uk/Homepage/fs/en>

> Central govt, A-Z of public bodies

"A-Z of central government

Lists central government departments, executive agencies and non-departmental public bodies."

Tältä sivustolta pääsee kaikkien mainittujen virastojen kotisivuille. Jokaisen viraston esittelysivu alkaa maininnalla "Contact details for the" tai "Contact information for the..."

Contact us

Tämä on yleisin yksittäisten virastojen verkkosivuilla käytettävä "yhteystietojen" valikon vastine.

ks. esim.

<http://www.mcga.gov.uk/c4mca/mcga-home>

<http://www.ind.homeoffice.gov.uk/content/ind/en/home.html>

<http://www.sd-commission.org.uk/>

<http://www.dsa.gov.uk/>

<http://www.ukresilience.info/home.htm>

<http://www.ucas.com/>

Contacts

Tätäkin vaihtoehtoa on joidenkin virastojen sivuilla.

ks. esim. Ministry of Defence, UK <http://www.mod.uk/>

Contact details

Yksittäisten virastojen "Contact us"-valikon alla on usein "Contact details", mistä sitten löytyy yksittäisten osastojen tai henkilöiden yhteystietoja:

ks. esim.

http://www.sd-commission.org.uk/pages/contact_us/

<http://www.dsa.gov.uk/OrganisationDetails.asp?id= SXDA72-A77FA826&cat=223>

Koonnut:

Riitta Brelieh

riitta.brelieh(a)vnk.fi

p. 09-160 22168